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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Revised T/O for the Personnel Branch,
Office of CommunicationsREFERENCE: Memorandum dated 1 December 1953 to the
Acting Deputy Director (Administration),
subject as above.

1. In accordance with your instructions, a meeting was held 9 December 1953 with the Deputy Director, Office of Communications for the purpose of resolving differences as to grade allocations of nine (9) proposed positions in the Personnel Branch, Office of Communications.

2. On the basis of the above cited discussion, agreement was reached whereby the Office of Communications would realign certain functional assignments to permit the recognition of the second position in the Support Section as a full assistant to the Section Chief. The Assistant Chief position would then justify a GS-7 grade allocation. The remaining eight (8) grade recommendations by the Personnel Office were accepted by the Office of Communications at the lower levels.

3. Accordingly, it is recommended that the O/C Personnel Branch T/O be approved as proposed by the Personnel Office, paragraph 3 of reference memorandum, as amended by paragraph 2 above.

[REDACTED]
Acting Personnel Director

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Action by Approving Authority

Date 11 DEC 1953

151 L. K. White
Acting Deputy Director
(Administration)

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Approved: [REDACTED] Date: 11 December 1953
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1 DEC 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Revised Table of Organization for the
Personnel Branch, Office of Communications

REFERENCES : (Attached as Tabs)

Tab 1 - Office of Communications Proposed Table of
Organization for the Personnel Branch, dated
16 November 1953.

Tab 2 - Memorandum for the Assistant Director,
Communications from Assistant Deputy
Director, Administration, same subject,
dated 27 June 1953.

Tab 3 - Personnel Office Survey Team Report of
the Office of Communications, Personnel
Branch Functions and Organization.

Tab 4 - Memorandum from the Comptroller, subject,
Reorganization of the Administrative Staff
of the Office of Communications, dated
8 May 1953.

1. Tab 1 contains the revised Table of Organization currently proposed by the Office of Communications for the Personnel Branch providing for an increase from 9 to 21 positions. This is a modification of an earlier proposal dated 29 April 1953, providing for a total of 28 positions. The Assistant Director for Communications after reviewing the Personnel Office Survey Report requests that a T/O for 21 positions be approved for a trial period of 8 months after which time further consideration will be given to determine whether this number is excessive. This proposal does not involve an increase in overall T/O strength or ceiling as adjustments will be made within other segments of the Office of Communications (O/C).

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2. Pursuant to your memorandum to the Assistant Director for Communications dated 27 June 1953, Tab 2, a Personnel Office Survey Team conducted a study of the organization, functions and number of positions required to adequately discharge the personnel support operation for O/C. A copy of the Personnel Office Survey Team Report is attached as Tab 3. The Personnel Office recommendation is that a T/O of 16 positions is adequate, recommending organizational structure as currently proposed. This survey report was submitted to O/C for review, and based thereon, that Office requested upward revision of staffing requirements to the 21 position T/O, Tab 1.

3. The grade structure proposed by O/C has been reviewed by evaluation of duty statements submitted in the T/O proposal and through comparison with grades accorded similar positions elsewhere in the Agency. Based on this review, grades lower than those proposed by O/C are recommended for clerical type positions. Comparison of the grade structure proposed by O/C and that recommended by the Personnel Office for the 21 position T/O is as follows:

<u>Proposed Positions</u>	<u>O/C Grade Request</u>	<u>Personnel Office Grade Recommendation</u>
<u>Personnel Branch</u>		
<u>Office of the Chief</u>		
Chief, Personnel Branch	GS-13	GS-13
Assistant Chief	GS-12	GS-12
* Career Service Board (CSB)		
Executive Secretary	GS-11	GS-11
Recording Secretary, CSB	GS-7	GS-6
Secretary-Stenography	GS-6	GS-5
<u>Foreign Field Section</u>		
Administrative Assistant	GS-9	GS-9
Clerk-Typing	GS-5	GS-5
Administrative Assistant	GS-9	GS-9
Clerk-Typing	GS-5	GS-5
Administrative Assistant	GS-9	GS-9
Clerk-Typing	GS-5	GS-5
* Administrative Assistant	GS-9	GS-9
* Clerk-Typing	GS-5	GS-5

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<u>Proposed Positions</u>	<u>O/C Grade Request</u>	<u>Personnel Office Grade Recommendation</u>
<u>Support Section</u>		
Personnel Officer	GS-9	GS-9
* Administrative Assistant	GS-7	GS-5
Clerk Typing	GS-5	GS-4
Administrative Assistant (Processing)	GS-7	GS-5
* Personnel Clerk (Processing)	GS-5	GS-4
File Clerk	GS-5	GS-4
Kardax Clerk	GS-6	GS-4
Clerk Typing	GS-5	GS-4

* Indicates positions in excess of Survey Team recommendation.

4. Efforts were made through discussion with the Chief, Administrative Staff, O/C, to resolve grade allocation differences. However, no agreement could be reached. Accordingly, the Chief, Administrative Staff, O/C indicated that the ADCO desired his current T/O proposal both from a staffing and grade standpoint go forward to the DD/A for decision. It is our recommendation that the grade levels shown as the Personnel Office recommendations be approved.

5. Tab 4 is the budgetary concurrence submitted by the Comptroller with respect to the original proposal for 28 positions dated 29 April 1953. It is considered likewise applicable to the revised proposal for 21 positions. Since no overall increase in T/O strength is involved, the Comptroller states that the cost of the changes involved can be absorbed within the budget for fiscal year 1954.

6. It is our opinion that a 16 position T/O is adequate to operate the O/C personnel support program. While it is recognized that the O/C as well as the rest of the Agency, have personnel problems which are not common to other Federal Agencies, and that the ratio of personnel jobs to over-all Agency positions fixed by Congress at 1 to 135 (for certain agencies) is not readily applicable. However, approval of a 16 position T/O would give O/C a ratio of [REDACTED] in terms of personnel support positions, exclusive of Personnel Office positions. 25X9A2
If the 21 position T/O is to be approved, it is strongly recommended that it be for a trial period of 8 months as proposed by O/C. Upon completion of the interim period, a re-examination of personnel support operations should be made to determine whether the five additional positions are justified.

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PERSONNEL


Acting Personnel Director

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4 Attachments
As stated

Action by Approving Authority

Date
 Approved

Acting Deputy Director
(Administration)

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PO:CWD  kct (1 December 1953)

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